Department of
Human Resource
Management

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DHRM

STATE OF UTAH
NEW EMPLOYEE ONBOARDING CHECKLIST

This list will guide you through the new hire process as you begin employment with the State of Utah.

ONBOARDING TASK	STATUS
Login to onboarding: Typically within 24 hours after you have accepted the job, you will receive an email from onboarding@utah.gov with your login credentials. The e-mail will contain information regarding your onboarding tours. If you do not receive the e-mail, check your spam folder or call the ERIC.	☐ Completed
Complete onboarding Tour 1: Completing the hiring process Update your personal information, provide emergency contacts, and electronically sign employment forms. https://erc.enwisen.com/ASI/Login.aspx	☐ Completed
Complete onboarding Tour 2: Welcome to State Employment Read and acknowledge important policies relating to your State employment. Please be sure to complete this module by the end of your third day of employment. https://erc.enwisen.com/ASI/Login.aspx	☐ Completed
Review & Sign up for health care benefits If you are benefits eligible, you will receive an email from ERIC providing instruction for benefits enrollment. **You have 60 days to sign up for a health plan but after 30 days from your start date you will not be able to select any of the traditional health care plans.** You can begin browsing your benefit options at this link: https://dhrm.utah.gov/benefits	☐ Completed
Sign up for a retirement plan If you are benefits eligible, you will receive an email from ERIC providing instruction for retirement options. You can review your retirement options here: https://www.urs.org/PensionTier1/Members	☐ Completed
Bring documents to complete form I-9 on first day of work You can see a list of documents at http://www.uscis.gov/files/form/i-9.pdf. Additionally, you must present your social security card for payroll purposes.	☐ Completed
Complete online training You can access online training for new hires at the following site: https://dhrm.utah.gov/employment/training-for-new-employees. Complete the modules titled Workplace Harassment Prevention, Benefits and Star Health Plan, within your first two weeks of employment.	☐ Completed
Complete agency forms Your supervisor may have agency specific forms for you to sign and/or policies to read.	☐ Completed
Get access to the Employee Gateway The Employee Gateway provides access for State employees to employment information and forms. Most of the site is public but if you haven't received logon credentials for this site, please ask your supervisor for assistance. Through this portal, you will also access ESS, the place where most state employees enter their time for pay purposes.	☐ Completed
Submit time worked for your first pay period See your supervisor for specific information on submitting your time for pay. You will find a paper timesheet (if needed) and information on entering your time in Employee Self-Serve (ESS) at: https://dhrm.utah.gov/employment/payroll-questions-for-new-hires	☐ Completed
Sign up for direct deposit If you did not sign up for Direct Deposit through the StateJobs website, click this link: https://dhrm.utah.gov/employment/payroll-questions-for-new-hires	☐ Completed

Questions? Call ERIC (Employee Resource Information Center) at 801-538-3742.